

Process an Internal Transaction Initiator for Arizona Department of Administration (ITIAD)

The Internal Transaction Initiator (ITIAD) document is a two-sided document that can be used for Inter-Agency payments. The Department of Administration interfaces ITIAD documents for agencies to process. These documents will be created with the paying agency in the document header, and **effective January 2018, ADOA will begin to provide Mailroom and ASET invoice documentation as an attachment to the ITIAD document. Followed by the inclusion of Fleet invoice documentation attachments, beginning with March 2018.**

It is important to know that you will need to look for these invoices; there will be no initial notification that ADOA has initiated the transfer. The best method for looking up the ADOA invoices is to look at the InfoAdvantage report called, Open Transfers by Initiating Department Report (FIN-AZ-GL-N457). This report can be run at any time to see any open invoices for your agency. You can also search directly for your ADOA invoices in the Document Catalog. If your agency has any outstanding ADOA invoices by the third Monday of the month, you will receive an e-mail from ADOA, providing you with a listing of your open invoices and a reminder that invoices are due 30 days from the invoice date.

Step 1: Locate Outstanding ADOA Invoice

There are two methods that you can use to locate your ADOA invoices. Instructions for both methods follow:

Method A – Locating Invoice in the Open Transfers by Initiating Department Report

- A. Log into AFIS
- B. **Find** your ADOA initiated ITIAD
 1. Go to **Jump To** and type 'infoadv'
 2. **Select** documents, folders, 1-Statewide Folder
 3. **Select** the General Ledger folder and select FIN-AZ-GL-N457
 4. **Refresh** the prompts and enter ***your Agency code*** in the 'ITI Doc Department'
 5. Scan document for ITIAD. These documents are invoices from ADOA that need to be paid.

Method B – Locating Invoice on the Document Catalog

- A. Log into AFIS
- B. **Find** your ADOA initiated ITIAD
 1. Go to the **Document Catalog**
 2. **Enter** ITIAD for the Code

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3. **Enter** your Department code for Dept.
 4. **Enter** specific Document ID (using the naming convention described in the Additional Information section of this document), or **Enter** "AD" + 3-digit Customer Code + * (wildcard character) and click **Browse** to display invoices.
- C. Go to **Step 2** of this document to complete payment

Step 2: Process Payment for ADOA Invoice

- A. In AFIS, go to the **Document Catalog**, if not already there, and locate the ADOA Invoice you want to pay
- B. **Enter** ITIAD for Code, your Department for Dept. and the Doc ID for the ID (see Step 1 of this document, for locating your ADOA Invoice).
- C. **Copy forward** the ITIAD document to an ITA.
 1. At a minimum, enter the following information:
 - Doc Department (The agency responsible for completing the ITA)
 - Auto Numbering or Doc ID
 - Target Doc Type = ITA.
 2. Click OK. The ITA document opens.
- D. Complete the **2nd Party Accounting** component
 1. At a minimum, enter the following information on the **General Information** tab:
 - Line Amount. All line amounts must equal the total invoice amount, as AFIS does not allow partial amounts.
 2. At a minimum, enter the following information on the **Fund Account** tab:
 - Department
 - Fund (if not inferred from function)
 - Unit (if not inferred from function)
 - Appr Unit (if not inferred from function)
 - Object
 3. At a minimum, enter the following information on the **Detail Accounting** tab:
 - Function (if used)
 - Task (if not inferred from function)
- E. **Validate** ITA document
 1. Confirm that the document validated successfully in the upper left-hand corner. If it did not, please see your accounting supervisor
- F. **Submit** ITA document
- G. Department approver must approve document, to finalize

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Additional Information

1. ADOA Invoice Naming Convention

- ADOA Invoices, other than Risk:

“AD” + 3-digit Customer Code + Billing Type + 2-digit FY + 2-digit Fiscal Month + Two Additional Digits

Example:

The document ID for a July 2017 Data Center invoice for customer 380 would be: AD380D180100

- Risk Invoices:

“AD” + 3-digit Agency Code from Risk invoice + Billing Type + 4-digit FY + 2-digit Fiscal Month

Example:

The document ID for a FY2018 Risk invoice for ADA would be: AD101R201801

2. Billing Types

- M – Mailroom
- G – Fleet Motor Pool
- E – Enterprise CarShare
- R – Risk Management
- K – State Surplus Property
- D – Data Center (ASET)
- C – Central Services Bureau

3. Credit memos

- Credit memos will be recorded as version 2 of the original ITIAD document with an adjusted amount.

4. Contact Information

- If you have any questions, please email the ADOA Central Services Bureau at csb@azdoa.gov